

## HOW TO MAKE A COMPLAINT

1. If you wish to make a complaint about the actions of a Sheriff's Office employee or about any aspect of the sheriff's office operations, please:
  - a. Come to the department and tell any employee that you want to make a complaint; or
  - b. Call the department or the County Manager's office and tell the person answering the phone that you want to make a complaint; or
  - c. Write your complaint and mail, e-mail or fax it to the Sheriff. (e-mail address and fax number will be provided by calling (575-894-9150)
2. A supervisory officer will assist you in filling out a report of complaint against police personnel form. This form asks you to identify yourself and then to give specific details about your complaint.
3. Your complaint will then be investigated. You may be contacted and asked additional questions about your complaint.
4. If it is going to take a long time to investigate your complaint, you will receive a letter telling you approximately when you may expect a reply.
5. When your complaint has been investigated, the Sheriff will review the investigation and will write you a letter explaining what determination has been made in the matter.

REPORT OF COMPLAINT AGAINST POLICE PERSONNEL

**CONFIDENTIAL**

Name of Complainant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Business: \_\_\_\_\_

Date & Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Name of officer(s) against whom complaint is being filed or other identifying marks (car number, badge number, etc.)

Name: \_\_\_\_\_ Rank: \_\_\_\_\_

I.D.#: \_\_\_\_\_ Badge: \_\_\_\_\_

Vehicle(s): \_\_\_\_\_

Name(s)/address/phone number or other identifying information concerning witness(es): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Statement of Allegation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(If further space is needed use reverse side of sheet)

I understand that this statement of complaint will be submitted to the Sierra County Sheriff's Department and may be the basis for an investigation. Further, I sincerely and truly declare and affirm that the facts contained herein are complete, accurate, and true to the best of my knowledge and belief. Further, I declare and affirm that my statement has been made by me voluntarily without persuasion, coercion, or promise of any kind. I understand that, under the regulations of the Sheriff's Department, the officer against whom this complaint is filed may be entitled to request a hearing before a board of inquiry. By signing and filing this complaint, I hereby agree to appear before a board of inquiry, if an officer requests one, and to testify under oath concerning all matters relevant to this complaint.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

☐ Check if complainant refused to sign

\_\_\_\_\_  
Signature of Person Receiving Complaint

\_\_\_\_\_  
Date and Time Received